



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 8011.1B
N71
8 Aug 01

NAVRESREDCOM NORTHWEST INSTRUCTION 8011.1B

Subj: PROCEDURES FOR REQUISITIONING AMMUNITION

Ref: (a) COMNAVRESFORINST 8011.1B
(b) OPNAVINST 1500.75
(c) SPCCINST 8010.12D

Encl: (1) Sample Letter for Requesting Non-Combat Training Requirements
(2) Sample DD Form 1348-1 (Issue Release/Receipt Document)
(3) Sample Letter for Annual Non-Combat Training Requirements
(4) Sample Expenditure Report

1. Purpose. To establish procedures for requisitioning conventional ammunition for the training of Naval Reserve personnel throughout Naval Reserve Readiness Command Northwest in accordance with references (a) through (c).

2. Cancellation. NAVRESREDCOMREG22INST 8011.1A

3. Discussion

a. Some Naval Reservists are required to receive qualification training in small arms in accordance with their Individual Training Plan (ITP). Reference (a) delineates the specific qualification requirements.

b. Only Naval Reservists with valid ITP requirements for small-arms training are permitted to expend ammunition. Ammunition is allocated on a fiscal-year basis and must be expended in the same fiscal year it is allocated. There are no exceptions to this policy.

c. Use of procured ammunition or weapons from sources other than an U.S. government DOD controlled armory to satisfy training requirements is strictly prohibited.

d. Small-arms training is considered high-risk training. Safety guidance and specific requirements are provided in reference (b). These safety requirements apply regardless of whether the training facility is a Department of Defense or local law enforcement shooting range.

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4. Action

a. Commanding Officers and Officers-in-Charge of Naval Reserve Units will:

(1) Request to shoot non-combat ammunition only when small arms training is specified by Unit ITPs.

(2) Advise the supporting Reserve Activity of annual training requirements.

(3) Submit ammunition request, enclosure (1), to the supporting Reserve Activity not later than 20 August of the fiscal year prior to the requirement.

(4) Notify the supporting Reserve Activity of changes, modifications or cancellations affecting the expenditure of allocated ammunition.

(5) Coordinate with the supporting armory for storage of ammunition. The supporting armory should advise when ammunition has been received. Per reference (c), the receiving command will advise the Readiness Command (N71) that either an Ammunition Transaction Report (ATR) message reflecting receipt of ammunition has been released by the armory, or that one needs to be transmitted by the Readiness Command. Copies of supporting documentation (DD Form 1348-1), enclosure (2), will be faxed to the Readiness Command (N71) at (425) 304-3228 to support release of the ATR.

(6) Recognize that ammunition is shipped per box and this amount may exceed amount allocated. Ensure amount expended does not exceed amount allocated.

(7) Per reference (c), ensure proper paperwork, enclosure (3), documenting the receipt and expenditure of ammunition from the supporting armory to the shooting unit is submitted to the Naval Reserve Activity (NRA) and to the Readiness Command within 48 hours of completion of the shoot. This action may be coordinated with the armory so that required documentation is completed. Non-Navy armories normally do not provide this type of support. Copies of supporting documentation will be faxed to the Readiness Command (N71) at (425) 304-3228 to assist in completion of the expenditure ATR.

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(8) Ensure safety procedures are reviewed prior to commencing training and are strictly enforced during the event.

(9) Maintain a file documenting the issue and expenditure of ammunition, use of firearms, and agreements with supporting armories.

b. Reserve Activity Commanding Officer will:

(1) Ensure Unit's Event Planning System inputs reflect small arms training needs.

(2) Determine the upcoming fiscal year ammunition requirements in support of assigned Units, per enclosure (4), and forward to the Readiness Command (N71) not later than 01 September.

(3) Coordinate with Unit Commanding Officers to ensure there is communication with supporting armories to verify that agreements are understood, and ammunition is available for scheduled shoots.

(4) Ensure Unit Commanding Officers forward the proper documentation to the NRA and the Readiness Command when ammunition is received by the supporting armory and within 48 hours of completion of a shoot.

c. Readiness Command Northwest (N71) will:

(1) Approve/disapprove all requests for non-combat small-arms training ammunition. Not proper scheduling of an event is an example of a reason for disapproval.

(2) Submit consolidated ammunition request to Commander, Naval Surface Reserve Force.

(3) Notify Reserve Activity Commanding Officers and Unit Commanding Officers of the amount of ammunition allocated to each unit.

(4) Submit MILSTRIP requisitions in a timely manner to ensure ammunition is received at the armory per the agreement between the armory and the shooting Unit. This may include the Unit borrowing ammunition from an armory to take advantage of a

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short lead-time requirement. The Readiness Command will then request replacement ammunition be sent to the supporting armory.

(5) Monitor expenditure of the Readiness Command training allocation.

(6) Re-distribute unused ammunition as necessary to ensure 100 percent expenditure.

(7) Complete receipt and expenditure ATR.

(8) Complete expenditure ATRs when notified and provide copies of documentation of issue and expenditure of ammunition.

5. Ammunition delivery

a. Units shall request assigned allocation in writing at least 60 days prior to the scheduled training day. Requests will be forwarded to the Readiness Command (N71), with information copies to the supporting Reserve Activity and applicable armory/small arms range.

b. All ammunition will be ordered using the lowest shipping priority. Under no circumstances will this rule be changed or modified.

c. Ammunition will normally be delivered to Navy installations unless it is more beneficial to use a non-Navy approved armory. This will occur on a case-by-case basis.

6. Point of contact is N71 at (425) 304-3250, DSN 727-3250 or fax (425) 304-3228



J. M. LANDON II

Distribution: (NAVRESREDCOMNWINST 5216.1K)

List A (N3/7, N71, N71A, N71B Only)

B

Stocked: NAVRESREDCOM Northwest (NOIA)

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FORMAT FOR REQUESTING NON-COMBAT TRAINING AMMUNITION

From: Commanding Officer, NR _____
(Unit Name)
To: Commander, Naval Reserve Readiness Command Northwest
(N71)
Via: Commanding Officer, _____
(Naval Reserve Activity)

Subj: REQUEST FOR NON-COMBAT TRAINING AMMUNITION

Encl: (1) Approved Request to Use Range and Store Ammunition
(2) Approved Request to Use Weapons

1. Request permission to conduct small-arms training on _____
using the following ammunition:
(date)

	<u>NACL</u>	<u>NAME</u>	<u>NUMBER OF PARTICIPANTS</u>	<u>QTY</u>
a.	A011	12 GA CATRIDGE	_____	_____
b.	A071	5.56 MM, BALL	_____	_____
c.	A363	9MM, BALL	_____	_____

2. Approval to use the range and store ammunition at (insert command on stated date) is provided in enclosure (1).

3. Qualified Range Masters will be provided by (insert full name of individual's command). (Note: If range master(s) are from another unit or Reserve Activity, Letter of Qualification and Acceptance of the Qualification by the range shall be included with request.)

4. Weapons will be provided by (insert command) as follows:

	<u>TYPE</u>	<u>QUANTITY</u>
a.		
b.		

Enclosure (1)

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5. Training requirements for each participant have been verified with their Individual Training Plan.
6. Coordination has been made with the supporting armory and the _____ armory. Readiness Command will be responsible for completing the ATR reflecting receipt of ammunition at the armory.
7. Coordination has been made with the supporting armory and the armory Readiness Command will be responsible for completing the ATR reflecting issue/expenditure of ammunition by the shooting unit.
8. Paperwork documenting receipt and expenditure of ammunition, enclosure (3), will be submitted to the Readiness Command (via the Naval Reserve Activity) within 48 hours.
9. Points of contact for coordination of this evolution are:

Armory POC:	commercial	fax
Unit POC	commercial	fax

Reserve Unit CO/OIC

Enclosure (3)

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SAMPLE LETTER FOR ANNUAL NON-COMBAT TRAINING REQUIREMENTS

From: Commanding Officer, _____
(Naval Reserve Activity)
To: Commander, Naval Reserve Readiness Command Northwest
(N71)
Subj: TRAINING AMMUNITION REQUIREMENTS FOR FISCAL YEAR _____
Ref: (a) NAVRESREDCOMNWINST 8011.1B

1. Per reference (a), the following information is submitted
for FY _____. The below listed requirements are in priority
order:

<u>UNIT</u>	<u>DATE</u> <u>REQUIRED</u>	<u>TYPE OF</u> <u>AMMO</u> <u>REQUIRED</u>	<u>AMOUNT</u> <u>OF AMMO</u> <u>REQUIRED</u>	<u>TYPE OF</u> <u>TRAINING</u>	<u>JUSTIFICATION</u>
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2. Point of contact is _____,
commercial _____, DSN _____,
FAX _____.

NRA CO

Note: TYPE OF TRAINING is either familiarization (Fam) or
qualification (Qual).

Enclosure (3)

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SAMPLE EXPENDITURE REPORT

From: Commanding Officer, _____
(Unit Name)

To: Commander, Naval Reserve Readiness Command Northwest
(N71)

Via: Commanding Officer, _____
(Naval Reserve Activity)

Subj: EXPENDITURE REPORT

Ref: (a) NAVRESREDCOMNWINST 8011.1B

1. Per reference (a), NCHB-5 conducted 9mm qualifications at Fort Lewis on 4 July 2001. The following ammunition was expended:

<u>NALC</u>	<u>NAME</u>	<u>QTY ISSUED</u>	<u>QTY TURNED IN</u>
A363	9mm	2000	0

2. Point of contact is _____,
commercial _____, DSN _____, FAX _____.

RESERVE UNIT/OIC

Enclosure (4)